

## STATE WORKFORCE DEVELOPMENT BOARD

### GENERAL MEETING MINUTES

**DATE:** July 11, 2019

**TIME:** 1:00 p.m. – 3:00 p.m.

**LOCATION:** Department of Workforce Services  
South County Employment Center, RM 114  
5735 South Redwood Road, Taylorsville, UT 84123

<b>MEMBERS PRESENT:</b>	Bryan Flake	Lisa Angotti	<b>EXCUSED:</b>	Brian Olmstead
	Connie Nielsen	Lisa Laird		Dave Dixon
	David Gray	Mark Brasher		Jared Haines
	Deanna Hopkins	Megen Ralphs	Jon Pierpont	
	Elizabeth Garbe	Patricia Tueller	<b>ABSENT:</b>	Abby Osborne
	Gary Harter	Robert Freebairn		Blair Carruth
	Greg Paras	Roger Prewett		Bruce Rigby
	Kimberlee Carlile	Sarah Brenna		Carl Brailsford
	Jim Boyd	Wally Trotter		Diane Lewis
	Joey Gilbert			Jeff Worthington
		Joseph Carlson		
		Lance Lehnhof		
		Tannen Graham		
		Shawn Milne		

**QUORUM:** Yes

**BOARD SUPPORT  
STAFF:** Kimberley Bartel  
Liz Carver  
Mahal Roesser

<b>OTHER ATTENDEES:</b>	Alana Boscan	Debbie Sparks	Loggins Merrill
	Alexia Murphy	Emily Rosh Gordon	Maddy Oritt
	Amira Mijic	Swensen	Melisa Stark
	Carolyn Parsons	Janette Hernandez	Mike Miller
	Collin Peterson	Kathy Bounous	Sandy Terry
	Darren Hotton	Leah Lobato	Yvette Woodland
	David Busk	Lindsay Cropper	

ACTION ITEM(S):	ASSIGNED TO:	DUE BY:
1. Provide Job Seeker Survey Results to Board Members	Mahal Roesser	7/18/19
2. Attend the Midvale Certification August 13 from 9:00 a.m. – 1:00 p.m.	Elizabeth Garbe	8/13/19

## 1. WELCOME AND OPENING BUSINESS

Board Chair Megan Ralphs called to order the State Workforce Development Board (SWDB) General Meeting at 1:02 p.m., Thursday, July 11, 2019 at the office of the Department of Workforce Services in Taylorsville, Utah.

### A. ACKNOWLEDGMENTS AND INTRODUCTIONS

- i. Sabrina Depenbrock, Dave Dixon, and Wally Trotter resigned from the Board. Wally Trotter was recognized for his 20 years of service to the SWDB.
- ii. Board Chair Megan Ralphs introduced Jim Boyd as the new chair of the Career Pathways Committee and Loggins Merrill as the new Workforce Development Director.

### B. APPROVAL OF APRIL 11, 2019 MINUTES

Board Chair Megan Ralphs called for a motion to approve the meeting minutes of the April 11, 2019 SWDB General Meeting.

**MOTION:** Wally Trotter

**SECOND:** Joey Gilbert

*Approve:* All

*Oppose:* None

## 2. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) PARTNERSHIP UPDATE

Deputy Director Greg Paras excused the Governor's Designee and Executive Director Jon Pierpont and introduced this agenda item.

### A. BACKGROUND

- i. Director Liz Carver provided a background on the WIOA State Plan and directed the audience to the [current WIOA State Plan](#) on the Department of Workforce Services (DWS) website.
- ii. Deputy Greg Paras summarized the Board's accomplishments with respect to the WIOA: Created bylaws; One-Stop Certification Process; Apprenticeship; Memorandums of Understanding with Required Partners; Infrastructure, Cost Sharing, and Co-location Agreements; Electronic Referral System (pending); and refined Online Youth Workshops.

### B. RENEWAL OF WIOA PLAN

- i. Director Liz Carver described the revision process for the WIOA State Plan:
  - 1) Committees provide feedback to the SWDB Executive Committee;
  - 2) The SWDB Executive Committee refines the feedback and provides a recommendation for the SWDB to vote on;
  - 3) After voting, each committee will develop strategies under the WIOA goals that ensure success over the next four years; and
  - 4) If the SWDB agrees on the newly proposed WIOA State Plan, it will become available for public comment at town hall meetings.

C. Deputy Director Greg Paras discussed a past DWS winter clothing drive held as a statewide service project and announced Midvale as the next pending One-Stop Certification location.

D. Director Liz Carver accepted questions and comments from the Board and audience.

- i. Supervising Economist Mark Knold will write the labor market information and develop the profile of the economy for the WIOA State Plan.
3. **OGDEN ONE-STOP CERTIFICATION**

Executive Director Gary Harter recognized the collaboration efforts during the Ogden One-Stop Certification process and called for a motion to approve the certification accreditation for the Ogden Employment Center.

**MOTION:** Gary Harter  
**SECOND:** Bryan Flake  
*Approve:* All  
*Oppose:* None

A. Board Chair Megan Ralphs recognized Manager Tonia Jones and presented her with the Ogden One-Stop Certification Award.
4. **PUBLIC MEETING TRAINING**

Director and General Counsel Kathy Bounous presented on [the Open and Public Meetings Act](#) and accepted comments or questions from the Board and audience.
5. **UTAH ECONOMIC OVERVIEW**

Supervising Economist Mark Knold presented on the [Utah Economic Summary](#) and accepted comments or questions from the Board and audience.

A. Executive Director Gary Harter inquired about the impact of diversification on Utah's economy.  
B. The United States Economy is the standard to measure against the Utah Economy.
6. **ADULT EDUCATION CONTRACT FOLLOW-UP**

Senior Business Analyst Kim Bartel updated the Board on the Adult Education Contract Grants, discussed the review process for the 32 grants received by DWS, and summarized the [Three Types of AEFLA Funds](#).
7. **PROGRAM HIGHLIGHTS**

Manager Alana Boscan updated the Board on the [Reemployment Services And Eligibility Assignment \(RESEA\)](#)
8. **COMMITTEE ACTIVITIES AND DISCUSSION**

Each SWDB Committee Chair provided activity updates to the Board.

A. APPRENTICESHIPS COMMITTEE

  - i. Apprenticeship Committee Chair Joey Gilbert discussed apprenticeship job fairs and collaboration with school districts and counselors to get involved with their career fair opportunities.
  - ii. The Apprenticeship Committee is recrafting its goals and vision to better suit the new WIOA State Plan.
  - iii. Apprenticeship Committee Chair Joey Gilbert acknowledged Senior Business Analyst Kim Bartel's efforts and announced the new Apprenticeship Commissioner position; this position received 46 applicants.

B. YOUTH COMMITTEE

  - i. Youth Committee Chair Wally Trotter discussed four focus areas and ideal collaboration with industry and education partners; announced that Valeria Rodriguez of Microsoft offered support and resources to help improve the quality and transferability of skills learned in youth workshops.

**C. SERVICES TO INDIVIDUALS WITH DISABILITIES COMMITTEE**

- i. Director Leah Lobato presented committee updates on behalf of Dave Dixon and updated the Board on collaboration with the [Office of Disability Employment Policy \(ODEP\)](#), [Employment First Initiatives](#), and efforts of the State of Utah to remain a model employer of people with disabilities.
- ii. [Golden Key Awards](#) is on August 21, 2019—[Save the Date Flyer](#).
- iii. [Employer Workshop](#) is on September 10, 2019.

**D. CAREER PATHWAYS COMMITTEE**

- i. Senior Business Analyst Kim Bartel provided a brief update; the committee met without a leader to review the goals and visions.
- ii. New Career Pathways Committee Chair Jim Boyd discussed the job seeker survey results; the survey received approximately 2,000 responses.
- iii. Board Member Deanna Hopkins summarized the purpose of the employer survey and a recent unemployment newsletter distributed to approximately 80,000 employers.
- iv. New Career Pathways Committee Chair Jim Boyd encouraged Board members to attend the Midvale certification on August 13<sup>th</sup> from 9:00 a.m. – 1:00 p.m.

**E. OPERATIONS COMMITTEE**

- i. Executive Director and Operations Committee Chair discussed the Native American Summit and the [Advisory Committee on Veterans Employment, Training, and Employer Outreach \(ACVETEO\)](#).
- ii. Board Member Deanna Hopkins discussed the employer survey

**9. WORKFORCE DEVELOPMENT OUTREACH UPDATE**

Loggins Merrill discussed events in the [April - June 2019 Quarterly Workforce and Employer Support Updated Workforce Outreach Development](#)

**10. OTHER ANNOUNCEMENTS AND NEW BUSINESS**

- A. Board Chair Megan Ralphs announced that Director and Chief Economist Carrie Mayne pursued a new opportunity and introduced Collin Peterson as the new Workforce Research and Analysis Director.
- B. Executive Director Gary Harter discussed accreditation improvements and efforts of Hill Air Force Base to fill a total 4,600 military, federal, civilian contract positions.
- C. Board Chair Megan Ralphs discussed new streamlined process for One-Stop Certifications.

**11. PUBLIC COMMENT**

NO PUBLIC COMMENT

**12. ADJOURNMENT**

- A. Board Chair Megan Ralphs called for a motion to adjourn the General Meeting of the State Workforce Development Board on July 11, 2019 at the office of the Department of Workforce Services in Taylorsville, Utah at 3:00 p.m.

**MOTION:** Wally Trotter